

September 1, 2005

MEMORANDUM FOR: Chief Financial Officers/
Management & Budget Chiefs

FROM: R. J. Dominic
Director, Finance Office/Comptroller

SUBJECT: September 30, 2005 Supplementary
Stewardship Information Requirements
ACTION MEMORANDUM

As a result of the Chief Financial Officers' Act of 1990 and subsequent legislation, NOAA is required to report on its stewardship over certain resources entrusted to it and certain responsibilities assumed by NOAA that cannot be measured in traditional financial reports. Disclosure requirements for stewardship information are provided by the Office of Management and Budget (OMB) and within the Statements of Federal Financial Accounting Standards (SSFAS) Numbers 6, 8, and 16. The Department requires NOAA to provide stewardship information for the FY 2005 Consolidated Departmental Financial Statements. We have attached a copy of OMB's disclosure requirements for supplementary stewardship reporting (Attachment I). We have also attached a copy of NOAA's June 30, 2005 Stewardship Reporting submission (Attachment II) to serve as a guide for reporting the stewardship information as of September 30, 2005.

It is imperative that NOAA submit its September 30, 2005 stewardship information to the Department of Commerce (DOC) by October 11, 2005. Therefore, please review the disclosure requirements and submit the required data for September 30, 2005 supplementary stewardship reporting back to the Finance Office no later than October 3, 2005. Due to departmental deadlines, time extensions cannot be granted.

Responses may be sent as follows:

By Mail: Mike Van Deusen (OFA212)
NOAA Finance Office
20020 Century Blvd.
Room 3125
Germantown, MD 20874

By Fax: (301) 427-2040
ATTN: Mike Van Deusen

By E-Mail: Michael.E.VanDeusen@noaa.gov

To ensure the completeness of the stewardship data it is necessary that we receive either a positive or negative consolidated reply from each NOAA Line/Staff Office. Additionally, if your response contains information pertaining to Stewardship Property, Plant, and Equipment (PP&E), copies should be sent directly to Lynette Joynes, Logistics Staff, Personal Property Branch (OFA532). The Personal Property office will provide a consolidated response to the Finance Office.

Looking ahead to fiscal year 2006, the Federal Accounting Standards Advisory Board has issued Statement of Federal Financial Accounting Standards (SFFAS) 29 *Heritage Assets and Stewardship Land* (Attachment III). SFFAS 29 will change the stewardship information reporting requirements effective for the quarter ending December 31, 2005 and thereafter. We are currently working with DOC to determine what new information will be required, and will communicate that at a later date.

Your assistance and cooperation are greatly appreciated as we strive to continue meeting Departmental deadlines. If you or your staff has any questions, please call Chuck Kilgore on (301)444-2101 or Mike Van Deusen on (301)444-2174.

Attachments

cc: OFA53 - Ezekiel Dennison
OFA532 - Brian Mason